

**CLASSIFICATION SPECIFICATION FOR: ADMINISTRATIVE SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under direction, to perform a variety of complex office work; to prepare and maintain payroll and purchasing records; and to perform related duties as assigned

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Prepare purchase requisitions and purchase orders.
2. Prepare and maintain payroll records.
3. Perform office work including typing, proofreading, filing, coding, checking and recording information on records.
4. Answer telephones, relay messages, receive and refer complaints and answer routine questions.
5. May type process subpoenas, criminal complaints, citations, warrants, traffic accident reports, police reports, and other related material.
6. Operate office equipment including computers, teletype machine, typewriters and calculators.
7. Check and tabulate statistical data and other activity summaries.
8. Assist public at the counter, providing and receiving information and directing to proper office.
9. Provide information to Town Personnel, other law enforcement agencies and the public.
10. Assist the public in completing various forms, applications and licenses.
11. Assist in searching, handling, and transporting offenders and suspects.
12. May perform administrative tasks in the absence of the Secretary to the Chief of Police.
13. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to the completion of the twelfth grade.

- Two years experience in typing and general clerical work **or**
- Two years experience in the maintenance of financial records/bookkeeping.

Additional qualifying education may be substituted for up to twelve months of the desired experience.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Modern office methods, practices and procedures, including business correspondence.
- English usage, spelling, grammar, punctuation and arithmetic.
- Office equipment operation including computers and calculators.
- Word processing and financial spreadsheets.
- Principles of accounting and bookkeeping.

Ability to:

- Type 40 words per minute.
- Learn and use automated financial systems.
- Prepare payroll records including time-off, overtime, and sick leave requests; maintain supporting records, and coordinate data entry.
- Prepare purchase requisitions and purchase orders in compliance with Town procedures.
- Track and report all expenditures and revenues on a monthly basis, and assist in the preparation of administrative reports such as budget expenditure and revenue projections.
- Interpret and apply oral or written material/instructions, including the ability to listen to or read abstract or directive instructional material and to apply that data correctly to practical circumstances.
- Type, enter data, record and file a wide variety of police records, reports and materials.
- Operate teletype machine.
- Assemble, code, record and summarize a variety of data including serious crime offenses, stolen vehicles, crime reports booking sheets and interrogation cards.
- Provide information to Town personnel, law enforcement agencies and the public in accordance with legal requirements and Town and Department policy.
- Compile data for use by Department staff.
- Maintain a variety of files.
- Work rotating assigned shifts, including days, evenings, mornings and other designated time periods, including holidays.
- Operate a variety of office equipment including typewriters, calculators, dictating equipment, and computers.
- Assist in training new personnel.
- Accurately review, reconcile and maintain fiscal data
- Use good judgement and clear thinking during stressful situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Six months experience with a law enforcement agency.
- Possession of a valid California Class C Drivers License.

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decision; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

**WORK ENVIRONMENT**

Employee works indoors, in direct contact with other Town personnel, without close supervision, with a high volume of work and firm deadlines.

**FLSA:** Non-exempt

**PROPERTY INTEREST:**

Classification is represented by the Town Employees Association.

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